

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
October 28, 2025**

Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, October 28, 2025, in the board room of Building A, 800 Starbuck Avenue, Watertown, NY 13601.

Present: Michelle Capone, J. Paul Morgan, Robert Cantwell III, John Condino, Donald Rutherford

Unable to attend: Kent Burto, Kylee McGrath, Mark Bellinger

Staff: Billy Soluri

Others Present: Kathryn Harrienger, Esq

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** The minutes from the September 23, 2025, board meeting were presented. On a motion by P. Morgan and second by J. Condino, the minutes of the September 23, 2025, meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financial reports for the month of September 2025. B. Soluri noted that in the month of September revenue was \$47,541 with an operating expense of \$57,390. B. Soluri noted an operating loss on the month of \$9,848 with deprecation of \$14,611. B. Soluri noted that the increase in deprecation was a result of the adjusting entries made as required by the audit report. B. Soluri stated the cost of the Audit as reported under the accounting and audit line item was \$8,300. B. Soluri noted expenses of approximately \$1,900 spent on additional lights for the interior of Masseys furniture leased area, material to secure the small building behind building D. \$1,160 spent on renting a scissor lift to assist with the demo project in the new railroad space as well as installation of the new Dry Sprinkler Valve and the purchase of a new pallet jack. B. Soluri presented the unrestricted income report and noted revenues of \$47,541 and expenses of \$42,779 showing a gain of \$4,462 on the month. B. Soluri noted Modern Moving has caught up with past due rents and utilities.

On a motion by D. Rutherford and second by R. Cantwell III, the financials for September 30, 2025 were accepted. All in favor
- IV. Correspondence:** B. Soluri presented the letter received from the Jefferson County District Attorney's Office regarding the trespasser Mr. Kriss Whitney. B. Soluri noted the expense to date in relation to the damage caused by Mr. Whitney totals \$3,895. B. Soluri stated that Ms. Kathryn Harrienger responded to the DA's letter. K. Harrienger noted that she had not heard anything back from the DA's office at this time but would reach out to Mr. Bryce Fazio to see if there was any update on this case.

V. Committee Reports:

A. Facility Update: B. Soluri stated ABJ Fire Protection completed the installation of the new replacement dry valve on system 620 as well as installed the two dry actuator valves on systems 621 and 622. B. Soluri noted that the original quote to replace the dry valve on system 620 did not include a butterfly valve which would allow the water to be controlled from within the interior of the building as opposed to using the outside post indicator valve. B. Soluri stated that he had ABJ install a butterfly valve while installing the new valve, for an additional cost of \$800. R. Cantwell III agreed with the installation of the butterfly valve and recommends all new valve installs include these butterfly valves. B. Soluri stated the appropriation request that was submitted to the County included the replacement of the remaining dry sprinkler valves.

B. Soluri noted that all the sprinkler systems are on and actively being monitored. B. Soluri stated that ABJ had completed the sprinkler inspections last week and no issues were found. M. Capone asked how often these inspections are performed. B. Soluri stated that twice a year is all that is required but the WIC has ABJ perform these inspections quarterly, as well as WIC Staff checking on them weekly.

B. Soluri stated WIC's Staff is unable to safely demo the small building behind building D and would have to lease several pieces of equipment. B. Soluri recommends reaching out to SWBG and/or Independent Commercial Contracting to see if they have any interest in the building and allowing them to keep the building but they must cover all expenses, permitting, etc. relating to the demolition and removal of the structure. B. Soluri noted the WIC had two demo projects in the past where the contractor was responsible for all the expenses of the project but they were allowed to keep the steel and any other building material they wanted as payment. B. Soluri noted the WIC would cover any tipping fees for materials that contractor did not want to keep. The board supports staff's recommendation of allowing either SWBG or ICC to perform the demo of the building and keep any of the building materials as payment for the project if they are interested. The WIC would cover any tipping fees associated with the project.

B. Soluri noted the Building A Boiler has some repairs that will need to be made prior to being turned back on. These repairs will be completed by WIC Staff and with the assistance of PSG Plumbing and Heating. B. Soluri noted materials for the project would be approximately \$1,400 which may be reduced if we have any of these parts in inventory. B. Soluri noted this boiler supplies heat to the BFP restroom, the 2nd floor offices, and the waterline room.

B. Soluri stated that during the recent rainstorm leaks around the exhaust system in the Masseys Furniture leased areas were found. B. Soluri stated that WIC staff attempted to seal the openings around these vents but found other issues with the exhaust pipes while making the repair. B. Soluri stated that D.P. Bartlett has been contacted and he will have them replace and reseal these sections.

B. Soluri stated that during wind driving rain events, an area above the Brookfield Power office tends to leak. B. Soluri stated he wasn't sure if the water was coming in from around the window or behind the siding. B. Soluri noted WIC Staff have done what they can to catch the leak and prevent it from causing any damage to the tenant's space. B. Soluri stated he has asked P&M Construction to investigate the leak and see what they can do to resolve it.

B. Lease/Prospects: None.

VI. Unfinished Business:

A. WIC PILOT: K. Harrienger provided an update relating to the PILOT application process. K. Harrienger stated she would need to discuss a few of the questions within the PILOT with WIC Staff. K. Harrienger stated once the PILOT is ready to be submitted the IDA would have procedures to follow on their end.

VII. New Business:

A. BFP Office Renovation Project Contribution Request: B. Soluri stated that Brookfield Power is considering renovating their leased offices. B. Soluri stated the current layout of these offices and the separation between them makes it hard for the tenant to add additional staff members to Watertown location. B. Soluri stated the tenant would like to open the space up and maximize the usage of the square footage. B. Soluri stated in doing so the tenant would take over the front portion of the building, including the boardroom. B. Soluri stated we would have to look at how to provide access to the stairs, allowing tenants to access the second-floor space. B. Soluri stated another option would be to relocate the 2nd floor tenants and allow BFP to take that space over. B. Soluri stated that Brookfield Power requested the WIC consider a direct contribution to the project like the contribution made during the restroom project. B. Soluri noted this contribution would go towards cost associated with bringing the project out to bid.

B. Soluri noted that Aubertine and Currier provided a cost to bring this project out to bid before the end of the year as requested by the tenant but the tenant was concerned with that cost and may now wish to send out an RFP for design services. B. Soluri stated this project would follow the same framework as the restroom project. B. Soluri stated if the project was to not go forward after the construction bids were received then the WIC would be out any direct project contribution they elected to make towards this project as that would be spent during the design/bid phase of the project.

After discussion and on a motion made by R. Cantwell III, and seconded by J. Condino, the WIC Board agreed to make a direct project contribution of \$15,000 in relationship to the Brookfield Power Office Renovation Project. All in favor.

Leasehold Improvement Repayment Plan: B. Soluri presented a plan to begin

paying back the LHI funds that the WIC utilized during the Infrastructure Project. B. Soluri recommends using half of the monthly revenue collected from the rental line item known as Capital Improvement Reserve (CIR). B. Soluri stated this would allow the WIC to continue to grow their savings account while paying back the LHI funds.

On a motion made by D. Rutherford, and seconded by P. Morgan the repayment plan utilizing half of the monthly CIR revenue to pay back the LHI account was approved. All in favor.

Remote Meeting Attendance: B. Soluri stated after reviewing the JCLDC policy and looking into the NY State Law in reference to allowing remote meeting attendance, he did not believe it was a viable option for the WIC. K. Harrienger stated the extraordinary circumstances clause is really meant for uncontrollable circumstances such as illness, weather-related events, family emergencies and so on as opposed to a board member being on vacation, etc. After discussion, the board decided to not move forward with creating a policy for allowing board members to participate in meetings remotely.

VIII. Adjournment: On a motion by M. Bellinger and seconded by P. Morgan, the meeting was adjourned at 9:00 a.m. All in favor.

The next regular meeting is scheduled for Tuesday, October 28, 2025, 8:30 a.m.